



NH 2011-2012 Schools in Need of Improvement: *Steps to Success* Jump Start

Introduction: *Steps to Success* is a comprehensive school improvement planning process built around a set of research-based indicators of effective educational practice. The components and products of the process are housed on an online website maintained by the Academic Development Institute (ADI), host of the national Center on Innovation & Improvement (centerii.org).

The steps below guide a user on a tour of the NH *Steps to Success* process using the online tools and resources available within the system. The **Jump Start** orientation can

- provide a brief introduction to the key features of the system
- allow schools or districts to preview the process in preparation for full commitment
- enable stakeholders not directly involved in the improvement planning process -- such as school boards, parents, and community partners -- to become familiar with the indicator-based improvement planning process
- encourage school improvement team members to explore ways to use the tool to enhance their team's effectiveness.

The directions on this **Jump Start** are not an adequate substitute for engagement in *Steps to Success* under the guidance of a knowledgeable coach or consultant. These activities are intended to invite users to dig deeper on their own or in their team toward the goal of improving education practice and student outcomes. Jump in and take the tour!

***Steps to Success* Jump Start**

1. Log on to: www.centerii.org
2. On the left side of the home page, click the *Indistar login*. (*Indistar* is the system on which *Steps to Success* is based.)
3. At the login screen, type "nhschool" for the username; and "nhschool" for the password. (*for an example of completed work on the system, use "nhsample/ nhsample" for the login)
4. At the "NH Test School" Dashboard page, select *Support for School Improvement, Steps to Success School Indicators*
5. Read the *Welcome* page and click *Continue* when ready.

6. You are now on the school Main Menu page. The *Steps to Success* process is organized into six steps. Before beginning Step 1, click on the yellow menu in the upper right corner, [Resources and Reports](#). Select [Resources](#).
7. Partway down the list of Indicators, select [VA and NH Rapid Improvement School Indicators](#). If you wish, you can print out the list of 82 indicators of effective practice that will form the framework for *Steps to Success*. Close this window (X in upper right) to return to the [Resources](#) page.
8. The next two sections on the [Resources](#) page are [Wise Ways](#) and [Instructions](#). *Wise Ways* are short research summaries detailing the evidence for each indicator. We'll link to *Wise Ways* later in Step 4.
The [Instructions](#) resources are comprehensive manuals for system users with screen shots and detailed directions for each step in the process. Caution: these are large files.
Think carefully before downloading or printing if you are only a casual user or a tourist.
9. Return to the [School Main Menu](#) page by clicking the yellow [School Process Main](#) tab at the upper right..
10. Select [Step 1: Register School](#). You will be asked to register your school via an email form. This is a sample of the information you will need to provide to complete the registration. (Note: this is a test site; you can "practice" entering information if you like but your entries may be overwritten.) Return to [School Process Main](#) by clicking the yellow tab in the upper right.

**Note:* As different viewers tour the test school site, they may enter, edit, or delete sample information. At any point, any of the variable information on the "test school" site may change from these descriptions. That's to be expected, in fact that's invited! You can't break anything on this test space. Practice, find out what you can do, and not do, learn and discover. For an example that is fixed, login using [nhsample/](#) [nhsample](#).

11. Select [Step 2: Provide School Information](#). At this step, the Process Manager for the school can enter student, staff and assessment information for quick reference during the *Steps to Success* process.
Who is the Process Manager? Return to [Resources and Reports](#). Select [Resources](#). Scroll down to the [Instructions](#) section. Select [Login Access Descriptions](#). This is a document that describes the roles within the *Indistar/ Steps to Success* system. One role is that of Process Manager, a member of the school staff responsible for entering the results of the team's work into the online system and printing out documents and templates for use during team meetings. Print this reference list if you would like to refer to it later. Return to [School Process Main](#).
School information can be collected by the team and posted by the process manager at a convenient time outside of the team meeting. Select the [Plan Your Meeting](#) yellow menu at the upper right. Select [Worksheets](#). On the new screen, select [Step 2: Provide](#)

School Information. This is a printable worksheet that can be completed and posted when convenient. Return to School Process Main when ready.

12. Select Step 3: Form School Team. When the school improvement team is identified, the Process Manager can enter their information here.

Select HELP in the upper right corner. This opens a window that includes an excerpt from the instruction manual describing how the Process Manager can enter new team members. Close this window and return to School Process Main.

13. Steps 1, 2 and 3 are the logistical parts of the system. Step 4: Assess School Indicators is the focal point of the *Steps to Success* process.

Select Step 4: Assess School Indicators. The four tabs are described in the upper section of the screen. For this **Jump Start**, we'll walk through one of the indicators.

Tab 1 shows the categories and sections under which the 82 indicators are collected. Select Category 1, Section 1 (Establishing a team structure with specific duties and time for instructional planning.)

****SINI NOTE:** You will be asked to assess 10 selected indicators for your SINI plan. Refer to other handouts for a listing of these 10 indicators. OPTION—you may choose to assess your current practices against OTHER indicators in addition to the SINI 10. Discuss with your Title I Project Manager. **

Tab 2 tells us that 9 indicators are yet to be assessed in this category and section.

Select Tab 3: List of Indicators Assessed. This shows that the "NH Test School" has completed its self assessment of two (2) of the indicators in this section. Let's see what they concluded in their assessment.

Select the first indicator, ID01. "A team structure is officially incorporated into the school improvement plan and school governance policy."

Notice what the "test school team" selected for its level of implementation, and its priority and opportunity ratings.

Before reaching agreement on these ratings, the school team will have had to understand not only their own context – culture, resources, expertise – but also how the "best practice" described in the indicator contributes to school improvement. To learn more about the practice of structured teams, click on the Wise Ways just above the indicator title on this page.

Wise Ways are included with each one of the 82 indicators and provide additional detail about the indicator and the research on which it is based. One helpful step before reaching conclusions about the school's current practices is to review the *Wise Ways* and be clear about the meaning of the indicator *as it relates to* school improvement.

You can print the *Wise Ways* if you wish. When done reading, close the window and return to the *Assess Indicator* window.

Notice that the "test team" must enter EVIDENCE in the text box to show that its rating of level of implementation is accurate. On the "test school" space, you can add your own ideas if you wish. Select "Save this Indicator" to return to the main Step 4 window.

14. You can spend as much time as you wish touring the indicators, reading *Wise Ways*, and entering responses to get a feel for how to navigate around the system. When you're ready to move on, select [School Process Main](#).
15. Team meetings are designed to provide an opportunity to share ideas, assess current practices from many perspectives, and reach agreement on the importance of specific school practices. Teams will NOT be sitting around a computer filling out boxes! To simulate a team meeting, select [Worksheets](#) from the dropdown menu, [Plan Your Meeting](#) in the upper right corner.
Select Steps 4, 5, 6 Assess, Plan and Monitor.
For this exercise, select [Category 1, Section 1](#): Establishing a team structure.
Let's stick with [Indicator ID01](#), "A team structure. . ." Select [Worksheet](#) in the [Assess](#) column.
A team leader or process manager can print out this worksheet (note the different formats available for export) and bring it to the meeting. Team members can spend their time sharing ideas and discussing options. When a conclusion is reached, the process manager can enter the results of the team's discussion on the school's *Steps to Success* site at a convenient time outside of the meeting.
Close this window and return to the [Worksheets](#) page. Notice that *Wise Ways* are available for each of the indicators from this location also.
16. Once a team has assessed its current practice against the indicators, they can choose to construct a plan for development or implementation immediately or wait until all indicators are reviewed. To see what a plan includes, select [Worksheet](#) under the [Plan](#) column.
Return to [School Process Main](#) page.
17. Select [Step 5: Create the Plan](#). If you "practiced" assessing any indicators, they will show up here. To see examples of assessed indicators, login using nhsample/ nhsample. Notice that the indicators are now identified as "Objectives." Only assessed indicators to be included in the plan are shown on this page.
Select an indicator on the Mt. Adams (nhsample) site. Note the components of the plan include: person responsible, description if fully implemented; date; tasks. In the Notes section for each TASK, you will enter information about Resources, methods for monitoring implementation of the task and how you will monitor the effectiveness of the action.
When done exploring Step 5, return to the [School Process Main](#) page.
18. *Steps to Success* includes tools and resources for monitoring plan implementation and task completion in Step 6. Select [Step 6: Monitor the School Plan](#) on the Main Menu page.
To see an example of a completed plan, log on to nhsample/ nhsample. Note the information on the [Monitor](#) page – person assigned, target date, number of tasks and percent completed. Click on an [Objective](#) to see the details of the plan. Select any of the components to get the details entered by the Mt. Adams School team.

19. Return to the *School Process Main* page. As time allows, examine the various *Reports* available on the dropdown *Resources and Reports* menu. Imagine the ways you can use these reports to communicate team activities and progress to the school community, starting with grade level teams, parents, district leaders and school boards or community partners.
20. You might have noticed the *Coaching Comments* tab in the upper right. Each school registered in the system *may* have a consultant assigned to offer formative feedback on the school's work through the assessment, planning and monitoring process. Your "coach" will be able to enter comments which can be viewed by the process manager and/ or team leader and brought to the team meeting to be discussed by the full team. The "test school" site does not have coaching comments. You'll see those when you work through your own secure, private site.

To set up an account for your school in Steps to Success, send the following information to Joe Trunk, New England Comprehensive Center (NECC), jtrunk@rmcres.com

**NEW HAMPSHIRE: NEW SINI STEPS REGISTRATION
May 2011**

District Name	
School Name	
Address	
City, State, Zip	
Phone	
Fax	
Website url	
Principal Name	
Email address	

*Other roles can be added in *Step 3: Team Members*.

For more information on using the NH *Steps to Success* tool as part of a comprehensive school improvement planning process, contact Karen Laba, consultant to the NH Department of Education for Title I Schools at karen.laba@ed.state.nh.us or karenlaba@comcast.net, at (h) 603 743-5129 or (c) 603 969-0988.